

MEMORANDUM

TO: All Law Enforcement Agencies
Required to Comply with POST Minimum Standards

FROM: Brian Grisham, Executive Secretary

DATE: November 1, 2013

SUBJECT: Salary Supplement for Calendar Year 2013

Attached are detailed instructions and forms required for submission of the 2013 Salary Supplement Pay Request.

Throughout the year, we have received applications for certification and the supporting documentation on new officers employed with your agency, change of status forms on officers leaving your agency, and the annual in-service training records and firearms qualification scores required on all officers assigned to your agency. These documents will be used to verify each officer's eligibility for salary supplement pay.

Timely issuance of the salary supplement checks will depend upon your agency providing complete information. The POST Commission administrative staff will be reviewing all salary supplement request claims and processing the documentation for issuance of supplemental paychecks. Please review the instructions carefully and be sure to include officer's full name, POST certification number and correct social security number.

You will note on the attached instruction sheet that the deadline for submission of your salary supplement roster and request to POST is January 15, 2014. Failure to file by this date and have all issues cleared by May 15, 2014 will adversely affect the payment to your agency. POST is mandated to close out POST salary supplement by June 30, 2014. Any request after June 30, 2014 will be denied.

If you have questions, do not hesitate to call us for assistance, and as always, we appreciate your cooperation with the POST Commission in our effort to serve all law enforcement.

BG:JW:ts
attachments

MEMORANDUM

TO: All Law Enforcement Agency Administrators
FROM: Brian Grisham, Executive Secretary
DATE: November 1, 2013
SUBJECT: 2014 Mandatory In-Service Training

The POST Commission has identified the following mandatory topics and hours for the in-service training plan:

FIREARMS
(8 Hours)

CHILD SEXUAL ABUSE
(Number of hours to be set by Agency)

MENTAL HEALTH
(Number of hours to be set by Agency)

- EMERGENCY VEHICLE OFFICER CERTIFICATION (EVOC)***
(2 Hours) - Must pass a comprehensive examination, to include:
- 1. Training in the operation of the vehicle in emergency and non-emergency situations.***
 - 2. A review of all applicable laws pertaining to emergency vehicles.***
 - 3. Training to respond to actions of non-emergency vehicles.***

The selection of additional subjects above the mandated topics will be at the discretion of the particular agency.

Within the forty (40) hours taught, the material should meet the educational requirements normal to the rank and responsibility of the officers assigned in accordance with course curriculum requirements set forth in Rule 1110-4-05.

We appreciate your assistance and cooperation in providing quality in-service training to law enforcement officers in Tennessee. Please call the POST Commission office if we can be of assistance.

BG:JW:ts

**INSTRUCTIONS FOR COMPLETING THE ATTACHED 2013 SALARY SUPPLEMENT REQUEST
VERIFICATION FORM AND THE 2013 SALARY SUPPLEMENT REPORTING ROSTER.**

1. The original and one copy of the Salary Supplement Roster, and the Request for Payment are enclosed.
2. Two copies of the Salary Supplement Reporting Roster, and the Request Verification Form must be returned to the POST Commission office NO LATER THAN JANUARY 15, 2014 BUT NOT BEFORE NOVEMBER 30, 2013. The 2013 Salary supplement reporting Roster must be signed by the Sheriff or the Chief of Police.
3. The Salary Supplement Reporting Roster must be accompanied by the Salary Supplement Request form. The Salary Supplement Request form must be signed by the Chief Administrative Official (City or County, Mayor, County Executive, etc). The Chief of Police or Sheriff does not sign this form.
4. Before a claim is paid, all in-service training records must be complete. All *Applications for Certification* and *Change of Status* forms must also be current.
5. LIST ALL ELIGIBLE OFFICERS' NAMES (LAST, FIRST, MIDDLE) ALPHABETICALLY, THEIR POST CERTIFICATION NUMER, AND THEIR CORRECT SOCIAL SECURITY NUMBER ON THE SALARY SUPPLEMENT ROSTER. LIST ANY AND ALL INELIGIBLE OFFICERS AT THE END OF THE ROSTER. PLEASE LIST LEGAL NAMES ONLY (NO NICKNAMES OR SHORTENED VERSION OF NAME). A CHANGE OF STATUS SHOULD BE SUBMITTED FOR ANY NAME CHANGE.

ELIGIBILITY: All POST certified, full-time commissioned law enforcement officers who have complied with minimum standards as follows:

1. Successfully completed the annual in-service training and firearms qualifications.
2. Completed eight (8) months of employment in a full-time law enforcement status during the calendar year 2013, with the following exceptions:
 - (a) Death of Officer
 - (b) Retirement
 - (c) Medical Disability
 - (d) Military Leave

INELIGIBILITY: All full-time commissioned law enforcement officers who have not fully complied with minimum standards as follows:

1. Officers who scored below 75% on the in-service training test or firearms qualification.
2. New officers who have not yet attended basic training.
3. Full-time uncertified exempt officers. *These officers must attend in-service training and should be listed at the end of the roster as ineligible.*
4. Officers who have been terminated for cause or decertified during the calendar year 2013.
5. Officers who transferred from your agency to another agency. These officers will be paid through the department they are employed with on December 31, 2013, if they are eligible.
6. Officers who transferred to Tennessee State Agencies (including TN Highway Patrol) should not be listed as eligible unless they have completed eight (8) months of full-time service and completed all in-service training.
7. Officers who completed Basic Police School, or are certified during calendar year 2013 are NOT eligible for payment, and must be listed at the end of the roster and marked ineligible.